

City of Minneapolis

TRAVEL CARD POLICY

1.0 Policy Purpose

The City of Minneapolis (hereafter "City") recognizes the need for a simplified procurement method for travel purchases by its employees, appointed officials and elected officials (hereafter "Officials"). Through this policy, the City assigns the responsibilities connected with the travel card program. All travel card purchases must comply with the City Overnight Travel Policy. The City's Ethics Code is incorporated into this Travel Card Policy by reference.

2.0 Scope of Policy

Travel cards will be issued to employees and Officials who are frequent travelers or department travel coordinators after a City Travel Card Application has been approved. The card-holders and their department head will be responsible for ensuring that travel card use is for City business and is consistent with City policies and procedures.

3.0 Travel Card Statements

All travel card statements must be approved by an authorized signatory in the traveler's department. An authorized signatory is a person in a job title that is identified as a "position authorized to sign contracts" according to the Finance Department records. The City will pay travel card charges for appropriate and documented business expenses incurred while traveling as a City representative.

4.0 Policy Responsibilities

4.1 Mayor/City Council

The Mayor and City Council will set travel card policies for City employees and Officials.

4.2 Finance Officer

Under the Finance Officer's direction, staff will be designated to:

- provide overall program management,
- propose travel card policies to the Mayor and City Council,
- develop and revise administrative procedures to implement the adopted policies,
- interpret the travel card policy,
- ensure travel card payments are approved, funded and timely,
- reverse all accounting charges by redirecting them to the appropriate department budget, and
- conduct random audits to determine if expenses charged against travel cards are financially accurate and consistent with City policies and traveler expense reports.

The Finance Officer will report information to the Mayor and City Council regarding material violations of the City's Travel Card Policy.

4.3 Department Heads

Department heads are responsible for ensuring that travel card use is for City business and is consistent with City policies and procedures. Department heads will identify

department travel coordinators that will be assigned travel cards and department heads will approve employees for frequent traveler cards. Department heads will approve credit card statements. Department heads will determine the level of control the department travel coordinator will have over travel planning and will resolve any related disputes. Department heads may choose to implement more stringent travel card policies and procedures for management purposes. Department heads will notify the City travel card managers of any job changes that effect the credit cards.

4.4 Frequent Travelers and Department Travel Coordinators (card-holders)

The card-holders are responsible for travel card security. All transactions must be conducted by the card-holder. The card-holders must be familiar with the City's Travel Policy, Travel Card Policy and Ethics Code, as well as the related procedures. Card-holders must provide a default funding string. Statements must be reviewed by the card-holder (and the department travel coordinator if different) to ensure compliance with the City's policies and procedures and with the traveler's Travel Expense Reports. Department travel coordinators will identify and resolve any disputed items on the statements and ensure that the City receives proper credit for all undue charges or travel not taken. Department travel coordinators will provide travel planning control at the level directed by the department head.

5.0 Effect on Other Policies

This policy supercedes any and all previous City policies on travel cards unless the exception is listed below.

- 5.1** This Policy does not apply to travel expenses incurred by consultants performing work on behalf of the City. Those items are governed by the City's contract management policies and procedures.